

Appendix 10

State Board of Education

Higher Education Records

Retention Schedules

[with Authorities]

**Final
Review**

**Final
Review**

<u>Heading Definitions</u>	
<p><u>Series #</u> – Number associated with each schedule type.</p> <p><u>Series Title</u> – A general description of the series.</p> <p><u>Custodian/Office of Origin</u> – Office that commonly creates the record and holds it during its active period.</p> <p><u>Retention Period</u> – Time to retain the record. Life of the record. <u>Transfer Instructions</u> – Where record goes after its active period.</p> <p><u>Restricted Access (RA)</u> – Refers to the security needs of a record series. (Must be justified. Can be Confidential, not limited to.)</p>	<p><u>Archival (A)</u> – Indicates the record is or may be permanent and have historic value.</p> <p>An “R” in this column indicates a required review by the Records Manager to determine value.</p> <p><u>Vital (X)</u> – record is vital for immediate operation of the office of origin or the institution.</p> <p><u>Authorities</u> – Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code, 9-337 –9-347, the Public Records Law, has been applied.</p>
<u>Retention Codes</u> - refer to records regardless of format, type may vary.	
<p>AC - After closed, terminated, completed, expired, settled, or last date of contact</p> <p>AV - As long as administratively valuable</p> <p>CE - Calendar Year End (December 31st)</p>	<p>FE - Fiscal Year End (June 30th)</p> <p>LA - Life of Asset</p> <p>PM - Permanent</p> <p>US - Until Superseded</p>

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Series #	Series Title (Additional Description)	Custodian/ Office of Origin	Retention Period & Transfer Instructions	Restrict Access	Archival	Vital	Authority

SG-18-01	Academic Calendar (Institution's official calendar for the academic year and documents used in its creation)		PM		A		
SG-18-02	Academic Course Management – Consent / Release Forms (Consent forms for field trips.)		3	RA			FERPA, Confidential Record.
SG-18-03	Academic Course Management – Course Outlines & Descriptions		PM			X	
SG-18-04	Academic Course Management - Class -- Course Information & Descriptions		PM	RA	R	X	
SG-18-05	Academic Course Management - Class -- Schedule Change Requests		PM	RA	R	X	
SG-18-06	Academic Course Management - Class - Rolls, Rosters, & Roll Summaries (Not Attendance)		PM	RA			
SG-18-07	Academic Course Management – Curriculum Change Records		PM		R		
SG-18-08	Academic Course Management – Development Curriculum Records - (documentation of content and support materials)		PM	RA	R		
SG-18-09	Accident Reports – (w/ claims filed)		30				Workers' Compensation Commission retains copies of the reports submitted to it for 30 years New: 4/2001: 45 CFR §164.512(l) Standard: disclosures for workers' compensation

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SG-18-10	Accident Reports and Associated Documentation - With Claims Filed		30			X	29 CFR 1904.6. Workers' Compensation Commission retains copies of the reports submitted to it for 30 years. New: 4/2001: 45 CFR §164.512(l) Standard: disclosures for workers' compensation
SG-18-11	Accident Reports and Associated Documentation - Injuries (Accident or occupational disease reports submitted to Workers' Compensation Commission or maintained internally)		3	RA		X	29 CFR 1904.6. New: 4/2001: 45 CFR §164.512(l) Standard: disclosures for workers' compensation
SG-18-12	Accreditation Records (Records kept according to Accreditation Organization requirements.)		PM		A		
SG-18-13	Administrative - Work Schedules/Assignments CAUTION: student work schedules fall under FERPA		1	RA			FERPA (for student info)
SG-18-14	Administrative – Mail & Telecommunications Listings (Any records listing address, phone numbers, fax numbers or e-mail addresses)	Office of Origin & Telecom	US	RA			
SG-18-15	Administrative – Maintenance Agreements (for specialized instruments and equipment)	Department	CE +3				

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SG-18-16	Administrative – Meeting Agenda and Minutes (Official minutes & agenda of open meetings) Agency retains permanent record copy. The archival requirement will be met by sending a copy to the UA and State Archives.		PM		A		
SG-18-17	Administrative – Plans and Planning Records (Plans, etc. relating to planning new or redefining programs, services, etc.)		PM		R		
SG-18-18	Administrative - Accession Records - Archives, Library & Museum (Any records that show how the library, etc., gained possession of particular items in its collection)		PM		R	X	
SG-18-19	Administrative - Bindery Lists (List of books, periodicals, newspapers, etc. sent to the book binder for binding.)		AC + 1				
SG-18-20	Administrative - Correspondence – (Administrative) (Correspondence pertaining to the programs, administration, etc. of an agency) CAUTION: This records series should be used only for correspondence that is not included in or directly related to another records series in this schedule.		PM	RA	R	X	
SG-18-21	Administrative - Correspondence – (General) (Correspondence pertaining to the routine operations of an agency)		3	RA			

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SG-18-22	Administrative - Correspondence - General Tracking Records (Any record to track incoming/outgoing mail, correspondence, etc.)		1				
SG-18-23	Administrative - Customer Surveys - Institutional Research (Surveys returned by clients, etc. regarding agency performance)		3	RA	A		
SG-18-24	Administrative - Delivery Reports		1				
SG-18-25	Administrative - Desk Calendars / Appointment Books (Document appointments, itineraries, etc. of an agency official or employee)		CE+1	RA			
SG-18-26	Administrative - Directives (Documents that officially initiate, amend, etc. general office procedures)		PM				
SG-18-27	Administrative - Event and Conference Records – (Records detailing the nature and subject of the event, including but not limited to brochures, advertising, and press releases)		PM				
SG-18-28	Administrative - Event and Conference Records – Ticket Sales		AC + 3				
SG-18-29	Administrative - Executive Orders (Documents that initiate, etc. procedures that govern an agency and its programs)		PM		A	X	
SG-18-30	Administrative - Facilities Reservation Logs (Reservation logs, etc. for the use of meeting rooms, auditoriums, etc.)		1	RA			
SG-18-31	Administrative - Forms History File (Master set of forms, including design requests) Copy of form to be furnished to University Archives, once implemented.	Office of Origin & University Archives	PM				

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SG-18-32	Administrative - Forms Inventory (Listing of all forms used by an agency) List should be developed by University Archives.		PM				
SG-18-33	Administrative - Meeting Notes (Notes from open meetings which will be used to make official minutes) Final version = Approved formal minutes by the governing body.		PM				
SG-18-34	Administrative - Meetings, Audio or Videotapes of Open Meetings (Transcribed into official minutes)		PM Hold in office 1 yr. - transfer to UA.				
SG-18-35	Administrative - Meetings, Certified Agendas or Tape Recordings of Closed (Certified agendas or tape recordings of closed meetings)		PM Hold in office 1 yr. - Transfer to UA	RA			
SG-18-36	Administrative - Mileage Reports		FE+3				State of Idaho rules
SG-18-37	Administrative - Office Procedures (Any manual, etc. that established standard office procedures)		PM				
SG-18-38	Administrative - Organization Charts		PM		A		
SG-18-39	Administrative - Photocopier Use Logs & Reports		1				
SG-18-40	Administrative - Proposed Legislation (Drafts of proposed legislation and related correspondence)		3				
SG-18-41	Administrative - Publication Development files (Background material, drafts, original artwork etc. used in publication)		3		R		
SG-18-42	Administrative - Purchase Vouchers (Requisitions, orders, receiving reports, invoices or statements, change orders, etc.)		FE + 3				

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SG-18-43	Administrative - Requisitions for In-Agency Copy/Printing Service (Includes word processing and data processing)		1				
SG-18-44	Administrative - Research Applications		AC + 3	RA	R		
SG-18-45	Administrative - Rules, Policies, & Procedures (Manuals, guidelines, etc. that set out rules, policies, etc. that govern an institution's programs)		PM			X	
SG-18-46	Administrative - Speeches and Papers (Notes or text or speeches, papers, etc. delivered in conjunction with work)		PM		R		
SG-18-47	Administrative - Staff Meeting Minutes (Minutes from internal agency staff meeting)		PM				
SG-18-48	Administrative - Strategic Plans (Information resources & operational strategic plans)		PM		A		
SG-18-49	Administrative - Supply Usage Records		FE + 1				
SG-18-50	Administrative - Visitor Control Registers (Records documenting visitors to limited access or restricted areas of agency facilities)		3	RA			
SG-18-51	Agency Performance Measures Documentation - progress indicators Background for SBoE report (EX: Documents supporting effectiveness of appropriations requests or strategic plan) CAUTION: The FE+3 retention period overrides any shorter retention period for materials from other records series if those records are needed for documentation of agency performance measures.		FE+3			X	
SG-18-52	Agency Staffing Reports (Any reports regarding staffing statistics)		PM				

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SG-18-53	Athletics - Conference Records Each institution should base retention on its NCAA agreements		AC + 3		R		NCAA rules
SG-18-54	Athletics – Event Ticket Sales (Institutions shall refer to their NCAA agreements) (AC = event date)		AC + 5				NCAA-2
SG-18-55	Audiovisual Records Analog Audio/Video Recordings (Information includes game footage, performances, presentations, distance education, etc.)		PM Transfer to State Archives or institution/ agency archives.				
SG-18-56	Audiovisual Records – Training Videos – original videos <i>produced at the institution</i> for in-house training.		PM				
SG-18-57	Biographical Information (Vitas)		PM Transfer to UA upon date of termination + 3	RA			
SG-18-58	Certifications & Licenses issued by the institution to agency		PM	RA	A		
SG-18-59	Computer Services - Chargeback Records to Data Processing Services Users (Records used to calculate cost of computer use)		FE+3				

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SG-18-60	Computer Services - Data Processing Policies and Procedures (Manuals/Guidelines establishing data processing procedures: i.e. system back-ups) CAUTION: Does not include technical documentation of processors necessary for reading or processing of electronic records.		PM			X	
SG-18-61	Computer Systems – Backups retained until superceded CAUTION: Records stored in this format can be subpoenaed during litigation.		Overwrite or destroy				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-62	Computer Systems – Batch Data Entry Control Records (Logs used to reconcile batches submitted for processing)		AV				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-63	Computer Systems – Computer Job Schedules and Reports (Schedules showing computer jobs to be run)		3				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-64	Computer Systems – Quality Assurance Records (Quality Assurance Records pertaining to Software and Hardware performance)		PM				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-65	Computer Systems – System Activity Reports (Internal listing of all incoming/ outgoing agency telephone activity)		2				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-66	Computer Systems – System Monitoring Records (Files that monitor computer systems, i.e. tape activity logs etc.)		PM				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-67	Computer Systems - Audit Trail Records (Files used for electronic data audits: i.e. on-line updates and security logs, etc.)		PM			X	All audit requirements have been met.

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SG-18-68	Computer Systems - Finding Aids, Indexes, & Tracking Systems (Automated indexes, etc. that provide access to hard copy and electric records)		PM			X	Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-69	Computer Systems - Hardware Documentation (Operational & maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems)		PM	RA		X	Relates to property management schedules
SG-18-70	Computer Systems - Master Files (Relatively long-lived computer files containing sets of complete & accurate electronic records) AC = Completion of 3rd update cycle.		AC	O		X	
SG-18-71	Computer Systems - Output Records for Computer Production (Reports showing output of transactions)		AV	O		X	Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-72	Computer Systems - Processing Files (Machine readable files used to create, update, etc. master files) AC = Completion of 3rd update cycle.		AC	O		X	
SG-18-73	Computer Systems - Technical Documentation (Records adequate to specify all technical characteristics necessary for reading or processing of electronic records) AC = Until electronic records are transferred to new software environment.		AC			X	
SG-18-74	Computer Systems Files - Master Files (Backups) (These files must meet the retention for their content's specific category.)		US or 1 year			X	

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SG-18-75	Contracts and Leases (All documents having to do with contracts, leases, etc. Exception: building construction contracts) AC = Expiration or termination of the instruments according to its terms.		AC+3				
SG-18-76	Data Warehouses – Source Material Documentation (LA = life of data warehouse)		LA				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-77	Data Warehouses – System Development Documentation (for initial setup and all subsequent changes)		PM				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-78	Equipment - Calibration Records (Equipment or Instrument)		US				
SG-18-79	Equipment Descriptions & Specifications (Set by the agency)		AC+3				
SG-18-80	Equipment History File; Equipment Service Agreements (Includes maintenance agreements, installation, repair logs, etc.)	Office of Origin & Facility Operations	LA+3				
SG-18-81	Equipment Inventory Detail Report Forms (Updates agency portion of the inventory listing and adds, changes etc., items from inventory)		FE+3				
SG-18-82	Equipment Manuals	Office of Origin	LA				
SG-18-83	Equipment Warranties		AC+1				
SG-18-84	Facility Operations- Licenses and Permits for Non-vehicles (ex: Trailers, backhoes)		AC+3			X	
SG-18-85	Facility Operations - Appraisals - Building or Property		3			X	

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SG-18-86	Facility Operations - Building As-Built Plans		PM				
SG-18-87	Facility Operations - Building Construction Contract and Inspection Records (Building construction contracts, surety bonds, and inspection records. SEE also # 5.2.002 & 5.2.003)		PM		R	X	
SG-18-88	Facility Operations - Building Construction Project Files (Planning, design, construction records & all bids, etc.)		PM		R	X	
SG-18-89	Facility Operations - Building Plans and Specifications (Includes architectural and engineering drawings, etc.)		PM; Leased structures are retained AC+2.	RA	R	X	State owned buildings are classified LA (Life of Asset) and must be reviewed by the University Archivist for historical value before disposal.
SG-18-90	Facility Operations - Building Space Requests		1				
SG-18-91	Facility Operations – Operations Logs - Vehicles		1				
SG-18-92	Facility Operations – Parking Permits or Assignments (Student, Staff and Faculty, segregate student records)		1	RA			Student records fall under FERPA
SG-18-93	Facility Operations – Parking Service Records (records accounting for the management of parking at the agency or institution, such as: distribution of spaces by type, maintenance request)		AC + 3				
SG-18-94	Facility Operations – Property Destruction, Certificates of		PM				

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SG-18-95	Facility Operations – Surplus Property Sale Reports		PM				
SG-18-96	Facility Operations - Damage Reports (Reports of damage to state property)	Office of Origin & Property Managem't	FE+3				
SG-18-97	Facility Operations - Lost & Stolen Property Reports		FE+3	RA			
SG-18-98	Facility Operations - Maintenance Work Orders - Housing, Buildings and Grounds		AC + 3				
SG-18-99	Facility Operations – Property Disposal Records (Documents disposal of inventoried property.)		PM				
SG-18-100	Facility Operations – Property Mgmt Sequential Number Logs (property logs)		US+3				
SG-18-101	Facility Operations - Security Access Records (Issuance of keys, identification cards, passes, passwords, etc.)		AC + 2	RA		X	AC = Until superseded, date of expiration, or date of termination, whichever is sooner.
SG-18-102	Facility Operations - Service Orders (Agency copy of forms completed by mechanical service personnel for installation or repair)		1				
SG-18-103	Facility Operations - Space Utilization Reports		1				
SG-18-104	Facility Operations - Utility Usage Reports		1				
SG-18-105	Facility Operations - Water Tests/Treatment		PM				
SG-18-106	Facility Operations - Year-to-Date Activity- Inventory Listing (Shows changes within inventory system. Including agency, division, tag #, etc.)		FE + 3				

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SG-18-107	Fiscal - Accounts Payable Information		FE+3				
SG-18-108	Fiscal - Accounts Payable Ledgers		FE+3				
SG-18-109	Fiscal - Accounts Receivable Ledgers		FE+3			X	
SG-18-110	Fiscal - Annual Financial Reports		PM				(Required by the General Appropriations Act- 100 Day Report)
SG-18-111	Fiscal - Annual Operating Budgets (Departmental)		FE+3				(Required by the General Appropriations Act- 100 Day Report)
SG-18-112	Fiscal - Appropriation Requests (Includes any supporting documentation in the appropriation request)		FE+3				
SG-18-113	Fiscal - Audits – Reports (Audits and Reviews performed by or on the Agency)		PM				Publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.
SG-18-114	Fiscal - Balancing Records - (Reconciliation)		FE+3				
SG-18-115	Fiscal - Bank Statements		FE+3				
SG-18-116	Fiscal - Billing Detail - Telecommunications (Includes all detailed listings of long distance calls.) [Long Distance Reports are records of the Provider.]		FE+3				
SG-18-117	Fiscal – Canceled Checks/Stubs/ Warrants/Drafts		FE+3				
SG-18-118	Fiscal - Capital Asset Records		LA+3				
SG-18-119	Fiscal - Cash Counts		FE+3				
SG-18-120	Fiscal - Cash Deposit Vouchers (Cash deposit slips)		FE+3				

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SG-18-121	Fiscal - Cash Receipts (Includes receipts for fees- permits, licenses, renewals, etc.)		FE+3				
SG-18-122	Fiscal - Charge Schedules/Price Lists (Schedules of prices charged by agency for services and facility use and documents used to determine the price.)		US+3				
SG-18-123	Fiscal - Comptroller Statements		FE+3				
SG-18-124	Fiscal - Daily Cash Receipts Logs		FE+3				
SG-18-125	Fiscal - Deeds & Easements (Proof of ownership and right-of-way on property)	Controllers/ Property Management	PM			X	
SG-18-126	Fiscal - Detail Chart of Accounts (One for all accounts in use for a fiscal year)		FE+3				
SG-18-127	Fiscal - Disputed Call Documentation (Relating to disputed long distance calls and evidence of employee repayment were applicable)		FE+3				
SG-18-128	Fiscal - Encumbrance Detail		FE+3				
SG-18-129	Fiscal - Encumbrance Vouchers (Orders, statements, change orders, etc.)		FE+3				
SG-18-130	Fiscal - Expenditure Vouchers (Travel, payroll, etc.)		FE+3				
SG-18-131	Fiscal - Expenditures Journals or Registers		FE+3				
SG-18-132	Fiscal - External Fiscal Reports (Special purpose - i.e. federal financial reports, salary reports, etc.)		FE+3				
SG-18-133	Fiscal - Federal Tax Records (Includes FICA records) (AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.)		AC+3	RA		X	26 CFR 31.6001- 1(e)(2).
SG-18-134	Fiscal - Freight Bills Paid		FE+3				
SG-18-135	Fiscal - Freight Claims (AC = Resolution of claim.)		AC+3				

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SG-18-136	Fiscal - General and Subsidiary Ledgers		FE+3				
SG-18-137	Fiscal - General Journal Vouchers		FE+3				
SG-18-138	Fiscal - Gift Income Records		FE+3				
SG-18-139	Fiscal – Grants – Applications & Proposals		FE+3		R		
SG-18-140	Fiscal – Grants – Federal (AC = Satisfaction of all Uniform Admin. Requirements for Grants and Cooperative Agreements (the Common Rule).)	Grants & Contracts Office	AC+3			X	CAUTION: Retention requirements may vary depending on the specific federal funding agency.
SG-18-141	Fiscal – Grants – State Information on File		AC+3				
SG-18-142	Fiscal - Insurance Claim Files (AC = Resolution of claim.)		AC+3			X	
SG-18-143	Fiscal - Insurance Policies (all types) (AC = Expiration or termination of the policy according to its terms.)		AC+ 5			X	
SG-18-144	Fiscal - Internal Fiscal Management Reports (Includes agency monthly budget reports)		FE+3				
SG-18-145	Fiscal - Investment Transaction Files		FE+3				
SG-18-146	Fiscal - Long-term Liability Records (Bonds, etc.) (AC = Retirement of debt.)		PM		R	X	
SG-18-147	Fiscal - Postage Records (Records & reports of postage expense, including postal meter usage)		FE+ 3				
SG-18-148	Fiscal - Receipts Journals or Registers		FE + 3				
SG-18-149	Fiscal - Reconciliations		FE + 3				
SG-18-150	Fiscal - Reimbursable Activities, Requests & Authorizations to Engage in (Requests & approval for reimbursed expenses, travel, training, etc.)		FE + 3				

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SG-18-151	Fiscal - Returned Checks/ Warrants/Drafts (Uncollectable) (AC = After deemed uncollectable.)		AC + 3				
SG-18-152	Fiscal - Signature Authorizations (Records authorizing an employee to initiate financial transactions for the agency)		US + FE + 3	RA			
SG-18-153	Fiscal - Special Checks		5				
SG-18-154	Fiscal - Transmittal of Funds/Cost Center Transfers		FE + 3				
SG-18-155	Fiscal - Truth-in-Lending Statements		15	RA		X	FERPA confidential records.
SG-18-156	Fiscal - Worksheets for Preparing Fiscal Reports		FE + 3				
SG-18-157	Geographical Information Systems – GIS Documentation of sources of information		PM				Idaho Public Records Law + Idaho Code 28-50-112 Electronic Records Retention
SG-18-158	Health Services – Student and Other Medical Reports – (Reconciliation Report and Ins. Provider listing payments to provider)		5 from date of report	RA			FERPA (student info) May be effected by new 4/2001 Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160
SG-18-159	Health Services – Student and Other Medical: Medicaid/Medicare Records (AC = Cost report files with Medicaid Intermediary)		AC+5	RA			May be affected by New: 4/2001 Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160
SG-18-160	Health Services – Student and Other Medical: Medical Financial Assistance Records (Records indicating financial assistance to a patient other than Medicaid or Medicare)		AC+3				May be affected by New: 4/2001 Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160

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SG-18-161	Inventory - Annual Physical Report (Property, equipment, supply verification)		FE+3				
SG-18-162	Inventory - Notices of Equipment Removed From Area		FE+3				
SG-18-163	Inventory and Other Cost Files (Production, job, labor, quotes, pricing, specifications, etc.)		FE+3				
SG-18-164	Inventory Records – Library, Bookstore and related areas Hold until after audit. AC= audit completion		AC + 3			X	
SG-18-165	Inventory System Update Listings (Shows all additions, changes, deletions and transfer times for the monthly processing period) AC = Transfer of information into annual listing.		AC+ 1				
SG-18-166	Legal - Opinions & Advice (From agency legal counsel or the Attorney General) CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		PM		R		
SG-18-167	Legal - Case Records – Institutional or Agency (Records Confidential until resolution or final adjudication. Transfer to Archives.)		PM	RA		X	
SG-18-168	Legal - Copyright Information (Information pertaining to copyrights held by the University, or others' copyrights that the University has permission to use)		PM				
SG-18-169	Legal - Copyright Records (Legal records of the University's copyrighted materials)		PM			X	

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SG-18-170	Legal - Litigation Files (Records created by or for an agency regarding a lawsuit) File closes at end of the lawsuit through decision not to file, decision of the court, end of appeal, etc.		PM	RA	R		Note: Cases which set legal precedent or exhibit historical value should be evaluated by State Archives.
SG-18-171	Legal - Open Records Requests - Approved (All documentation relating to request for records - furnished to the public)		PM				ID code 9-338. ID Public Record Law
SG-18-172	Legal - Open Records Requests - Denied (All documentation relating to denied requests under Public Info. Act. Chapter 552, Govt. code)		PM				ID Public Record Law
SG-18-173	Legal - Royalty agreements/marketing contracts		PM	RA		X	
SG-18-174	Library - Circulation Records (patron-specific information) US=record is purged when transaction completed.		US	RA		X	
SG-18-175	Library - ILL Lending Request (patron-specific information) US=record is purged when transaction completed.		US	RA		X	
SG-18-176	Library - ILL Search Requests (Borrowing) (Items in which institution or agency has requested from other libraries through Inter-Library Loan)		3	RA		X	USC 17, Sec. 108, U.S. Copyright Law
SG-18-177	Library - Statistical Reports to National Organizations		Non Record				May be maintained as reference material.
SG-18-178	Library - Patron Record, Community (Information on patron used to track overdue materials, access & circulation privileges, for notice of availability of requested items, etc.) AC= Last date of contact		AC + 4	RA		X	

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SG-18-179	Library –Patron Record, Student (Information on patron used to track overdue materials, access & circulation privileges, for notice of availability of requested items, etc.) AC= student's last date of contact		AC + 4	RA		X	FERPA regulates access and use of information
SG-18-180	News or Press Releases (News or press releases issued by agency)		PM		R		
SG-18-181	Personnel – Applications for Employment - Hired (Applications, etc. required by employment advertisement) (AC = Termination of employment.)		AC+5				
SG-18-182	Personnel – Applications for Employment - Not Hired (Applications, resumes, etc. required by employment advertisement)		AC+2				29 CFR 1602.31(a) [State Agencies]. 29 CFR 1602.49(a) [State Universities].
SG-18-183	Personnel – Aptitude & Skills Tests -- Test Paper (Aptitude test papers required for job or promotion)		2	RA			29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities].
SG-18-184	Personnel – Aptitude & Skills Tests -- Validation Records (Records of the validation of aptitude and skills tests) (LA = As long as the test is used by an agency.)		LA+2	RA			29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities].
SG-18-185	Personnel - Accumulated Leave Adjustment Requests (Used to create and adjust employee leave balances)		FE+3				
SG-18-186	Personnel - ADA (Americans with Disabilities Act) Documentation (Documenting compliance with the ADA Act)		3				28 CFR 35.105(c).

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SG-18-187	Personnel - Affirmative Action Plans Affirmative Action Plans for regular employees and apprenticeship programs.		5				29 CFR 30.8(e) for apprenticeship plans.
SG-18-188	Personnel - Apprenticeship Records (Application and work records of selected and rejected apprentices)		5	RA			29 CFR 30.8(e)
SG-18-189	Personnel - Aptitude & Skills Tests (Aptitude or skills tests required by job applicants or current employees to qualify for a promotion or transfer) CAUTION: One copy of each different test should be retained for US+2. (different in terms of questions or administrative procedures)		US+2	RA			29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities].
SG-18-190	Personnel - Benefit Plans (Employee benefit plans: i.e. pension, life, health etc.)		US+1				29 CFR 1627.3(b)(2).
SG-18-191	Personnel - Complaint Records (Complaints received and records documenting their resolution) CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period		FE+3	RA			
SG-18-192	Personnel - Corrective Action Documentation (Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance) (AC = Termination of corrective action.) CAUTION: if, during the retention period these records, they are used to support personnel <i>disciplinary</i> action, the records should be retained according to Personnel Disciplinary Action series.		AC + 3	RA			

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SG-18-193	Personnel - Disciplinary Action Documentation (Disciplinary actions are those actions that affect pay, status or tenure. They include demotion, dismissal, etc.) AC = Termination of employment		AC + 3	RA		X	
SG-18-194	Personnel - EEO Reports and Supporting Documentations (Includes documentation to complete EEO reports)		3				29 CFR 1602.30, 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
SG-18-195	Personnel - Employee Affidavits (Employee Affidavits for insurance, personnel, or other uses the Administration has sought their statements)		AC+3	RA			
SG-18-196	Personnel - Employee Benefits - Other than Insurance (Documents relating to selection of benefits other than insurance) CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for them.		US			X	
SG-18-197	Personnel - Employee Counseling Records (Notes, etc. relating to work-related, personal etc. counseling) (AC = Termination of counseling.)		AC+3				
SG-18-198	Personnel - Employee Deduction Authorizations (Documents relating to all deductions of Pay) (AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.)		AC+3			X	
SG-18-199	Personnel - Employee Earnings Records		4			X	

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SG-18-200	Personnel - Employee Insurance Records (Agency copy of selection records by employees of insurance offered by the state) CAUTION: Documents which serve as payroll deduction authorizations must be maintained for the retention period prescribed for them		US	RA			
SG-18-201	Personnel - Employee Recognition Records (Awards, incentives, tenure, etc.) (AC = Termination of employment.) R = Archivist review for historic content		AC+3		R		
SG-18-202	Personnel - Employee Savings Bond Ledgers		FE+3	RA		X	
SG-18-203	Personnel - Employment Contracts		Original dates of hire + 50			X	
SG-18-204	Personnel - Employment Eligibility, Documentation or Verification of (Federal reporting form- INS I-9) (AC = Termination of employment, with a minimum of 4 years)		AC+ 4			X	8 CFR 274.a.2(b)(2)(i) (A) and (c)(2).
SG-18-205	Personnel - Employment Opportunity Announcements		2				29 CFR 1602.31(a) [State Agencies]. 29 CFR 1602.49(a) [State Universities].
SG-18-206	Personnel - Employment Selection Records (All records that document the selection process: i.e. polygraph, physicals, interview notes, etc.) CAUTION: Does not include criminal history checks.		2	RA		X	29 CFR 1602.31(a) [State Agencies] 29 CFR 1602.49(a) [State Universities].
SG-18-207	Personnel - Equal Pay Records (Reports, etc. used to monitor compliance with federal Equal Pay Act)		2	O		X	29 CFR 1602.32(c).

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SG-18-208	Personnel - Former Employee Verification Records (Minimum information includes name, social security number, exact dates of employment, and last known address.)		Original date of hire + 50	RA		X	
SG-18-209	Personnel - Grievance Records (Review of employee grievances against policies & working conditions etc. Includes record of actions taken.) CAUTION: Does not include formal complaints filed with the Equal Employment Office (EEO) of the U.S. Department of Labor. (AC = Final decision on the grievance.)		AC+2	RA		X	
SG-18-210	Personnel - Hazardous Materials Training Records (Records of training given employees in an agency hazard communications program)	Ex: Risk Management/ Safety Office/ Personnel	PM				
SG-18-211	Personnel – Hiring Process Criminal History Checks - non academic (Criminal history record information on job applications or from DPS)		1	RA			CAUTION: Some agencies authorized to obtain criminal history records from ISP are required to destroy after used for the immediate purpose obtained.
SG-18-212	Personnel - Human Resources Information System (HRIS) Reports (HRIS Reports and supporting documentation)		AC+3			X	
SG-18-213	Personnel – Institutional Employment Report		PM				
SG-18-214	Personnel - Job Procedure Records (Any document detailing duties of positions on position-by-position basis)		US+3				

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SG-18-215	Personnel - Labor Statistics Reports (Reports providing statistical information on labor force)		3				
SG-18-216	Personnel - Leave Status Reports (Cumulative report for each pay cycle showing leave status)		FE+3			X	
SG-18-217	Personnel - Liability Release Forms / Records (Statements of employees, patrons, etc. who have released the University from liability)		PM			X	
SG-18-218	Personnel - License & Driving Record Checks		US	RA			
SG-18-219	Personnel - Mail - Forwarding Address		1	RA			
SG-18-220	Personnel - Optional Retirement (Federal Employees) OPM=Office of Personnel Management		Transfer to OPM with in 6 mo.	RA			
SG-18-221	Personnel - Overtime Authorization		2				
SG-18-222	Personnel - Overtime Schedules		2				
SG-18-223	Personnel – Payroll – Income Adjustment Authorizations (Used to adjust gross pay, FICA, retirement or compute taxes)		2			X	29 CFR 516.6(c).
SG-18-224	Personnel – Payroll - Direct Deposit Application/Authorizations		US	RA		X	
SG-18-225	Personnel - Performance Appraisals (Performance Appraisals of employees- doesn't include faculty evaluations)		2	RA			29 CFR 1620.32(c).
SG-18-226	Personnel - PERSI Enrollment Files		6 yr. from filing date	RA			
SG-18-227	Personnel - PERSI Record of Hours Worked – (Irregular help, half-time or greater)		50 from date of hire	RA			
SG-18-228	Personnel - PERSI Termination Records		6	RA			

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SG-18-229	Personnel - Personnel Information or Action Forms (PAF forms- Documents to officially change pay, titles, benefits, etc.)		2	RA			29 CFR 1602.31(a) [State Agencies]. 29 CFR 1602.49(a) [State Universities].
SG-18-230	Personnel - Physical Examinations/ Medical Reports (periodic review) (Examination reports for positions where health & fitness monitoring is required) CAUTION: Does not include pre-employment physical examinations.		US + 3	RA			New: 4/2001 Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160 may apply
SG-18-231	Personnel - Policies & Procedures (Manuals, guidelines, etc. that define agency wide policies concerning personnel)		PM				
SG-18-232	Personnel - Position/Job Descriptions (Job descriptions, includes all tasks performed and skills required)		US + 3			X	
SG-18-233	Personnel - Positions/Job Classification Review File (Relates to review and modification of job classifications within an agency)		US + 3				
SG-18-234	Personnel - Resumes (Unsolicited) (Applies to agency replies stating resume will be keep In case a job opens)		1	RA			
SG-18-235	Personnel - Shared Leave		5	RA			Idaho Code 67-5335 (7) effective July 1 st 1998
SG-18-236	Personnel - Sick Leave Pool Documentation (Requests submitted, approvals, number of hours transferred in and out, etc.)		FE + 3				

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SG-18-237	Personnel - State Deferred Compensation Records (State Deferred Compensation Records) Maintain the most current version of the requested amount(s) AC = All accounts with vendor(s) for the individual participant have been closed.		AC + 5			X	For instructions in determining closure, etc. Refer also to PEBSCO/Nationwide Retirement Solutions (State contracted administrator)
SG-18-238	Personnel - Time Cards and Time Sheets		3				
SG-18-239	Personnel - Time Off and/or Sick Leave Requests		FE + 3				
SG-18-240	Personnel - Training & Educational Achievement Records- Individual (Records documenting training, testing, or continual education) AC = Termination of employment		AC + 3	RA			
SG-18-241	Personnel - Training Administration Records (In-house training material dealing with agencies policies and services) CAUTION: Does not include hazardous material training records.		PM				
SG-18-242	Personnel - Training and Development Evaluation Files – feedback on training		3 from date of evaluation	RA			
SG-18-243	Personnel - Training Materials (Materials developed by agency for training entities or individuals it regulates or serves)		US + 1				
SG-18-244	Personnel - Unemployment Claims Records		3	RA		X	
SG-18-245	Personnel - Unemployment Compensation Records		AC + 3	RA			
SG-18-246	Personnel - W-2 Forms (Employees' Withholding Exemption Certificate W-2)		5 yr. From date of termination	RA			26 CFR 31.6001-1 (e) (2)
SG-18-247	Personnel - W-4 Forms (Employees' Withholding Exemption Certificate W-4)		5 yr. From date of termination	RA			26 CFR 31.6001-1 (e) (2)

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SG-18-248	Photography – (regardless of institutional or agency office creating) CAUTION: FERPA requires students give specific releases for the reuse images if not part of institution's directory information disclosure statement. Note: FERPA directory information release is retroactive from date of inclusion.		PM		A		Idaho Public Records Law, Photographic Records
SG-18-249	Photography - Student – Identification Photographs Electronic or conventional (pre - 1929)		PM Transfer to UA or State Archives or store according to Dept of Admin Storage standards				Idaho Public Records Law – photographic records
SG-18-250	Photography - Student – Identification Photographs Electronic or conventional (1930 to present) (Overwrite digital photos of students – retain last permanently)		US – final photo is permanent				Idaho Public Records Law - photographic records
SG-18-251	Police, Campus - Accident Records – Traffic (Reports and supporting documentation concerning traffic accidents investigated, that are not make part of the Offense Record.)		3	RA			
SG-18-252	Police, Campus – Law Enforcement - Statistical Reports Files (Statistical reports and summaries of crime incidents, accidents, etc. Includes Uniform Crime Reports sent to ID-DPS)		AV or PM				Monthly reports: keep as long as administratively valuable. Annual Reports: are permanent.

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SG-18-253	Police, Campus - Parking Tickets		AC +1				
SG-18-254	Procurement - Bid Documentation (Includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations) CAUTION: If a formal written contract is the result of a bid, etc. The bid and its supporting documentation must be retained for the same period as the contract.		FE+3				
SG-18-255	Procurement - Estimate Files (Supply and Repair Cost Estimates)		1				
SG-18-256	Procurement - Material Specifications		AC+3				
SG-18-257	Procurement - Order - Acknowledgments		1				
SG-18-258	Procurement - Packing Slips		1				
SG-18-259	Procurement - Performance Bonds - (Bonds posted by individuals or entities under contract with the agency) CAUTION: Does not include construction or architectural surety bonds.	Purchasing	PM		X		
SG-18-260	Procurement - Purchasing Logs (Log, etc. providing a record of purchase orders issued, orders received, etc.)		FE + 3				
SG-18-261	Procurement - Sales Journals or Registers		FE + 3				
SG-18-262	Publications – Record copy (minimum - 1 copy of each publication that does not fall under other series #'s) Includes but is not limited to: Catalogs, reports – annual & periodic, journals, promotional literature, flyers, calendars and announcements)		PM				Transfer a minimum of 1 copy of each to University or State Archives annually.
SG-18-263	Records Control Materials (Includes indexes, card files, shelf lists etc.)		PM				

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SG-18-264	Records Disposition Logs (Logs listing records destroyed or transferred)		PM				
SG-18-265	Records Inventory Worksheets		PM				
SG-18-266	Records Management - Destruction Sign-Offs (Agency level documents authorizing destruction of records)		PM				
SG-18-267	Records Management Plans (Records that set policies for agency's records management)		PM				
SG-18-268	Records Retention Schedule (Certification - signed original for institution or agency)		PM				Original is retained permanently by the State Archives.
SG-18-269	Reports - Activity (Reports on workload monitoring, task completion etc.)		3				
SG-18-270	Reports - Biennial or Annual Agency-Narrative (Narrative reports sent to the governor & legislature as required by statute)		PM		A		
SG-18-271	Reports - Reports on Performance Measures (Reports on agency performance submitted to executive & legislative budget offices) Cut-off July 1 of odd-numbered calendar years.		PM				
SG-18-272	Reports & Studies - Non-Fiscal - Raw Data (Information and data used to compile non-fiscal reports) CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule.		PM	RA	R		

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SG-18-273	Reports and Studies - Non-Fiscal (Non-Fiscal reports compiled by agency, committees or consultants)		PM	RA	R		
SG-18-274	Requests for Information (Requests for information preliminary to the procurement of goods etc. by direct purchase of bid) AC = Closing date = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		AC + 3	RA			
SG-18-275	Safety - Disaster Preparedness and Recovery Plans	Office of Origin & Legal	PM			X	
SG-18-276	Safety - Evacuation Plans (Plans for evacuation of agency facilities in cases of emergency) Record copy should be maintained centrally.	Safety Office/Risk Management	PM	RA			
SG-18-277	Safety - Fire Orders (Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code) (AC = Deficiency corrected.)		AC+3				
SG-18-278	Safety - Hazard Communication Plans	Safety Office	PM	RA		X	
SG-18-279	Safety - Hazardous Materials Disposal Records (See also Material Data Safety Sheets.) Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g).		PM	RA		X	29 CFR 1910.1020(d)(1)(ii)(B)Footnote(1)
SG-18-280	Safety - Incident Reports (Reports concerning incidents which, upon investigation, were of a non-criminal nature)	Office of Origin	3	RA			

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SG-18-281	Safety - Inspection Records (Fire, safety, and other inspection records of facilities and equipment) (AC = Date of the correction of the deficiency, if the inspection report reveals a deficiency.)		AC+3				CAUTION: Does not include inspection reports of building construction.
SG-18-282	Safety - Material Safety Data Sheets Either the MSDS or the following information: Some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, must be retained for the period required.	All Areas using listed materials or Risk Managem't /Safety Office	30 years after the end of use of the substance				29 CFR 1910.1020(d)(1)(ii)(B) Footnote(1) Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g).
SG-18-283	Safety - Workplace Chemical Lists		30				Health and Safety Code, § 502.005(d).
SG-18-284	Safety Reports		3				
SG-18-285	Student - Refunds & Repayments		FE + 5	RA		X	34 CFR 676.19(c). Pell Grant Federal Regulation and other campus-based programs FERPA, Confidential Record.
SG-18-286	Students – 10th Day Reports; Institutional Research – creates	Registrar – Office of Record	PM	RA		X	AACRAO Records Retention Guide
SG-18-287	Students - Academic Progress Records	Financial Aid	AC + 5	RA		X	34 CFR 668.47- .48 & FERPA, Confidential Record.

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SG-18-288	Students - Academic Records		PM	RA		X	AACRAO Records Retention Guide & FERPA, Confidential Record.
SG-18-289	Students - Academic Status Report [good standing, probation and dismissal]		PM, posted to transcript	RA		X	AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-290	Students - Academic Suspension Waiver (AC= Last Date of Contact.)	Student Affairs	AC+ 5	RA		X	AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-291	Students - Add/Drop Class Records (AC = Graduation or last day of attendance)		AC + 5	RA			AACRAO Records Retention Guide. FERPA, Confidential Record.
SG-18-292	Students – Advising Records (AC = Graduation or last day of attendance)		AC + 1	RA		X	AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-293	Students - Applications/ Admissions, Accepted		Maximum: Last date of contact+ 5	RA		X	Students have access to admission comments FERPA, Confidential Record.
SG-18-294	Students - Applications/ Admissions, Rejected (AC = beginning of semester of application.)		AC + 1	RA		X	Students have access to admission comments FERPA, Confidential Record.
SG-18-295	Students - Athletic Eligibility Records	Faculty Athletic Representative to NCAA	See institution's NCAA agreement	RA		X	NCAA rules FERPA, Confidential Record.
SG-18-296	Students - Athletic File (AC = Graduation or last day of attendance.)	Faculty Athletic Representative to NCAA	Last date of contact + 5	RA	R	X	NCAA rules FERPA, Confidential Record.

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SG-18-297	Students - Attendance Records	Department of Course	5	RA			FERPA, Confidential Record.
SG-18-298	Students - Authority to Inspect Records (Incorporate into permanent student file)		PM	RA		X	FERPA, Confidential Record.
SG-18-299	Students - Change of Status Forms (AC = Graduation or last day of contact.)		AC + 5	RA		X	AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-300	Students - Class Schedules: Preparation Records (Records retained by the advisor, registrar, etc. that served a preparation facet in making class schedules and degree plans)		5	RA			AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-301	Students - Comprehensive Exams (Doctoral)		7	RA			AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-302	Students - Course Equivalencies		US + 1	RA			AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-303	Students - Data Sheets		AC	RA	R		AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-304	Students - Degree Applications		2 years from date of graduation or last date of attendance	RA		X	AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-305	Students - Degree Plans		PM	RA		X	AACRAO Records Retention Guide FERPA, Confidential Record.

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SG-18-306	Students – Departmental Grade Books (AC = End of Semester)		AC + 4	RA		X	Policy set by Academic Deans. AACRAO guide FERPA, confidential record
SG-18-307	Students – Disciplinary Records (retention updated per 2000/2001 FERPA rules)	Student Affairs	Close of Semester the disciplinary action is taken, plus 2 years	RA		X	AC = Graduation or last day of attendance. AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-308	Students – End of Semester Reports Institutional Research – creates	Registrar – Office of Record	PM	RA		X	AACRAO Records Retention Guide
SG-18-309	Students - Enrollment Statistics		PM	RA	R	X	Retention period based on AACRAO guidelines for statistical reports.
SG-18-310	Students - Enrollment Verification Note: Confidential Record. However, student directory information which includes names, on-campus address, and declared major is public information.	Registrar	AC + 1	RA			AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-311	Students - Exam Sign-up Sheets		US + 1	RA			AACRAO Records Retention Guide FERPA, Confidential Record.
SG-18-312	Students - Financial Aid Records Fiscal Operations Report (FISAP) and supporting records (All audit requirements to be met prior to disposal.)		End of the award year in which the report was submitted + 3	RA		X	Retention: 34 CFR 668.24 Access: FERPA, Confidential Record.
SG-18-313	Students – Financial Aid Records Campus-based and Pell Grant (All audit requirements to be met prior to disposal.)		End of the award year in which the aid was awarded + 3				Retention: 34 CFR 668.24 Access: FERPA, Confidential Record.

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SG-18-314	Students – Financial Aid Records Perkins <i>repayment records</i> (after 12/87, includes original repayment schedule, though manner of retention remains same as promissory note) (All audit requirements to be met prior to disposal.)		The date on which a loan is assigned to Department, cancelled, or repaid + 3				Retention: 34 CFR 668.24 Access: FERPA, Confidential Record.
SG-18-315	Students – Financial Aid Records Perkins <i>original promissory notes</i> (before 12/87, included original repayment schedule) (All audit requirements to be met prior to disposal.)		Until the loan is satisfied or documents are needed to enforce the obligation				Retention: 34 CFR 668.24 Access: FERPA, Confidential Record.
SG-18-316	Students – Financial Aid Records FFEL and Direct Loans (Records related to borrower's eligibility and participation) (All audit requirements to be met prior to disposal.)		End of the award year in which the student last attended + 3				Retention: 34 CFR 668.24 Access: FERPA, Confidential Record.
SG-18-317	Students – Financial Aid Records FFEL and Direct Loans (All other records, including any other reports or forms) (All audit requirements to be met prior to disposal.)		End of the award year in which the report was submitted + 3				Retention: 34 CFR 668.24 Access: FERPA, Confidential Record.
SG-18-318	Students - Grade Change Forms		PM	RA		X	AACRAO guide FERPA, confidential record
SG-18-319	Students - Grade Reports		1	RA			AACRAO guide FERPA, confidential record
SG-18-320	Students - Grade Sheets (final official compilation, not departmental copies received from Registrar)	Registrar	PM	RA		X	AACRAO guide FERPA, confidential record

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SG-18-321	Students - Graduation Status and Ranking		PM	RA		X	AACRAO guide FERPA, confidential record
SG-18-322	Students – Health Services Patient Files/Medical Records (AC = Last day of Contact) NOTE: New regulation effective 4/2001 Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160. Expect guidance during 2002.		AC + 5	RA		X	FERPA, confidential record CAUTION: Review patient release forms for compliance with current FERPA requirements.
SG-18-323	Students - Housing Records (All audit requirements will be met prior to disposal.)		FE + 5	RA	R	X	34 CFR 676.19(c). Federal Requirements for Pell Grant and other campus based programs
SG-18-324	Students - ID Requests		AC + 1	RA			FERPA confidential record
SG-18-325	Students - Immigration Records		AC + 5	RA		X	AACRAO guide FERPA confidential record
SG-18-326	Students - Mass Add/Drop Changes	Registrar	AC + 1	RA			
SG-18-327	Students - Military Training, Credit for		AV	RA		X	FERPA confidential record
SG-18-328	Students - Name Change Request		AC + 5	RA		X	AACRAO guide FERPA confidential record
SG-18-329	Students - Nondisclosure of Information		CE + 1	RA		X	FERPA confidential record

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SG-18-330	Students - Pass/Fail Records (Records pertaining to classes taken on a pass/fail bases)		AC + 1	RA			AACRAO guide FERPA, confidential record
SG-18-331	Students - Permits for Admission to Register		AV	RA			AACRAO guide FERPA, confidential record
SG-18-332	Students - Placement & Career Counseling		AC + 5	RA			FERPA, confidential record
SG-18-333	Students - Probation/Suspension (Records relating to a students academic probation of suspension)		AV	RA		X	FERPA, confidential record
SG-18-334	Students – Recognition (Awards, etc.)		AC + 3	RA	R		FERPA, confidential record
SG-18-335	Students - Recruitment Records		AC + 1	RA			AACRAO guide FERPA, confidential record
SG-18-336	Students – Reports		5	RA		X	FERPA, confidential record
SG-18-337	Students - Residency Questionnaire		AV	RA		X	AACRAO guide FERPA, confidential record
SG-18-338	Students - Scholarship Application (Rejected) (AC = Date of Decision. SEE also Student's Financial Aid Records)		AC + 1	RA		X	FERPA, confidential record
SG-18-339	Students – Scholarship Records (Departmental)		Award Year + 3	RA		X	20 U.S.C. 1094; 34 CFR 668.24, also, FERPA: Confidential Record.
SG-18-340	Students - Scholarship Records (Federal) (AC = Date of Decision/selection.)		AC + 5	RA		X	Federal Register, 1-19- 81, Part 3, Dept. of Education, VOL.46, NO.12,672.19,P3C.

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SG-18-341	Students - Scholarships - Awarded, Donor Files, etc. (AC = Date of Decision/Selection.)		Dept Award = AC + 3 All other = AC + 5	RA	R	X	Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, No. 12, 672.19, P3C.
SG-18-342	Students - Scores & Reports (External) Admission (ex: GRE, SAT)		AC + 5	RA		X	FERPA Confidential Record.
SG-18-343	Students - Student Organizations (may be listed as directory information by institution)		PM	RA		X	FERPA Confidential Record.
SG-18-344	Students - Student Teaching		AC + 10	RA			FERPA Confidential Record.
SG-18-345	Students - Test Materials (External)		AC + 1	RA		X	FERPA Confidential Record.
SG-18-346	Students - Tests, Student Academic		AC + 1	RA		X	FERPA Confidential Record.
SG-18-347	Students - Transcript Request (AC = Date of Request.)		AC + 1	RA		X	FERPA Confidential Record.
SG-18-348	Students - Transcripts		PM	RA		X	AACRAO guide FERPA Confidential Record.
SG-18-349	Students - VA Records (AC= Last Date of Record)		AC + 5	RA			
SG-18-350	Students - Waiver Records		AC + 2	RA		X	FERPA Confidential Record.
SG-18-351	Students - Withdrawal/Reinstatement (AC = Last Date of Contact)		AC + 5	RA		X	AACRAO guide FERPA Confidential Record.
SG-18-352	Students - Work-Study: Certificates of Payment All audit requirements to be met prior to disposal.		FE + 5	RA			Federal Requirements for Pell Grant and other campus based programs. 34 CFR 676.19(c).
SG-18-353	Vehicle Titles & Registrations		1			X	
SG-18-354	Vehicles - Inspection Repair & Maintenance Records		LA+1				

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SG-18-355	Website/Webpages – Internet/Intranet System Development Documentation (for initial setup and all subsequent changes)		PM				Idaho Public Records Law + Idaho Code 28- 50-112 Electronic Records Retention
SG-18-356	Website/Webpages – Internet/Intranet Content of Pages		PM				Idaho Public Records Law + Idaho Code 28- 50-112 Electronic Records Retention